2011-2012 North Carolina Public Library Survey

Identification (#1-19)

1	Name of library system	_____
2	County	_____
3	Mailing address	_____
4	City (of mailing address)	_____
5	Zip code (5-digit standard)	_____
6	Zip code extension (4-digits)	_____
7	Street address	_____
8	City (of street address)	_____
9	Zip code (5-digit standard)	_____
10	Zip code extension (4-digits)	_____
11	Name of library director	_____
12	Library director's phone number (including area code; omit spaces and punctuation)	_____
13	Library administration's fax number (including area code; omit spaces and punctuation)	_____
14	Library director's e-mail address	_____

Person Completing Form

15	Name	_____
16	Title	_____
17	Phone number (including area code; omit spaces and punctuation)	_____
18	Fax number (including area code; omit spaces and punctuation)	_____
19	E-mail address	_____

Library Profile (#20-24)

Service Outlets

20	Number of central libraries	_____
21	Number of branch libraries	_____
22	Number of bookmobiles	_____
23	Number of other mobile units	_____

Service Hours

24	TOTAL hours open to public per year (add lines 152 for all locations)	_____

Library Staff (#25-36)

Personnel as of June 30, 2012

25	FTE librarians with MLS accredited by ALA	_____
26	FTE librarians with MLS not accredited by ALA	_____

27 TOTAL FTE MLS librarians (add lines 25 + 26) _____

28 All other paid FTE staff
(Including plant operations, security and maintenance staff) _____

29 TOTAL FTE staff (add lines 27 + 28) _____

Professional Salaries

30 Director's salary as of July 1, 2012 _____

31 Salary range of Library Director position _____

32 Year of appointment of Library Director _____

33 Minimum MLS librarian salary as of July 1, 2012 _____

34 Minimum paraprofessional hourly rate - with high school diploma _____

35 Minimum paraprofessional hourly rate - with 2 years of college _____

36 Minimum paraprofessional hourly rate - with 4 year degree _____

Operating Income (#37-47)

Local Government Funds

37 Municipal funds _____

38 County funds _____

39 TOTAL local income (add lines 37 + 38) _____

State Funds

40 Aid to Public Libraries grant _____

41 Other state funding _____

42 TOTAL state funds (add lines 40 + 41) _____

Federal Funds

43 LSTA grants _____

44 Other federal funds _____

45 TOTAL federal funds (add lines 43 + 44) _____

Other Funds

46 Other funds (e.g. fines and fees, foundation grants, etc.) _____

47 TOTAL operating income (add lines 39 + 42 + 45 + 46) _____

Operating Expenditures (#48-63)

Personnel

48 Salaries and wages _____

49 Employee benefits _____

50 TOTAL personnel expenditures (add lines 48 + 49) _____

Collection

51 Print materials expenditures _____

52 Electronic materials expenditures _____

53	Other materials expenditures	_____
54	TOTAL collection expenditures (add lines 51 + 52 + 53)	_____

Other

55	Other operating expenditures	_____
56	TOTAL operating expenditures (add lines 50 + 54 + 55)	_____

Unencumbered Operational Balance

57	Total unencumbered operational balance	_____

Capital

58	Local capital income	_____
59	State capital income	_____
60	Federal capital income	_____
61	Other capital income	_____
62	TOTAL capital income (add lines 58 + 59 + 60 + 61)	_____
63	Total capital expenditures	_____

Collection (#64-83)

Print

64	Cataloged adult fiction books	_____
65	Cataloged adult non-fiction books	_____
66	TOTAL cataloged adult books (add lines 64 + 65)	_____
67	Cataloged juvenile fiction books	_____
68	Cataloged juvenile non-fiction books	_____
69	TOTAL cataloged juvenile books (add lines 67+ 68)	_____
70	TOTAL book volumes (add lines 66 + 69)	_____
71	Serial volumes	_____
72	GRAND TOTAL book and serials (add lines 70 + 71)	_____
73	Other print materials	_____

Electronic Materials

74	Electronic books (E-Books)	_____

Licensed Databases

75	Local/other cooperative agreements	_____
76	NC LIVE	_____
77	TOTAL licensed databases (add lines 75 + 76)	_____

Non-Print Materials

78	Audio - physical units	_____
79	Audio - downloadable titles	_____
80	Video - physical units	_____
81	Video - downloadable titles	_____

| 82 | Other non-print materials | _____ |

Current Serial Subscriptions

| 83 | Current print serial subscriptions | _____ |

Service Measures: Circulation (#84-103)

Circulation by Format

84	Adult fiction books	_____
85	Adult non-fiction books	_____
86	TOTAL adult books (add lines 84 + 85)	_____
87	Juvenile fiction books	_____
88	Juvenile non-fiction books	_____
89	TOTAL juvenile books (add lines 87 + 88)	_____
90	TOTAL book circulation (add lines 86 +89)	_____
91	Periodicals	_____
92	Other print materials	_____
93	TOTAL print circulation (add lines 90 + 91 + 92)	_____
94	Audio	_____
95	Video	_____
96	Other non-print materials	_____
97	TOTAL non-print circulation (add lines 94 + 95 + 96)	_____
98	GRAND TOTAL circulation by format (add lines 93 + 97)	_____

Circulation by Location

99	Total circulation: central library	_____
100	Total circulation: branches	_____
101	Total circulation: bookmobiles	_____
102	Total circulation: other	_____
103	GRAND TOTAL circulation by location (add lines 99 + 100 + 101 + 102) *Note: #103 must be equal to #98.*	_____

Other Service Measures (#104-128)

Registered Users

104	Number of adults	_____
105	Number of juveniles	_____
106	TOTAL registered users (add lines 104 + 105)	_____

Attendance in Library

| 107 | Number of persons entering library during the year | _____ |

Programs

| 108 | Number of adult programs - in library | _____ |
| 109 | Number of adult programs - outside library | _____ |

110	Number of children's programs - in library	_____
111	Number of children's programs - outside library	_____
112	Number of young adult programs - in library	_____
113	Number of young adult programs - outside library	_____
114	GRAND TOTAL programs (add lines 108 + 109 + 110 + 111 + 112 + 113)	_____
115	Adult program attendance - in library	_____
116	Adult program attendance - outside library	_____
117	Children's program attendance - in library	_____
118	Children's program attendance - outside library	_____
119	TOTAL children's program attendance (add lines 117 + 118)	_____
120	Young adult program attendance - in library	_____
121	Young adult program attendance - outside library	_____
122	TOTAL young adult program attendance (add lines 120 +121)	_____
123	GRAND TOTAL program attendance (add lines 115+ 116 + 119 + 122)	_____
124	Meeting room use (non-library)	_____
125	Meeting room attendance (non-library)	_____

Reference Transactions

126	Number of reference questions	_____

Interlibrary loans

127	Number of items loaned	_____
128	Number of items borrowed	_____

Electronic Technology (#129-134)

Services

129	Library's home page address	_____

Number of Internet Computers

130	Number used by staff only	_____
131	Number used by general public	_____

Uses

132	Number of uses (sessions) of public Internet computers in a year	_____
133	Remote OPAC sessions	_____
134	Virtual visits	_____

Branch Information (#135-159)

To add a new library outlet or change the name of an existing outlet, you must contact Laura O'Donoghue, State Data Coordinator, at 919-807-7419.

135	Name of branch	_____
136	Mailing address	_____

137	City (of mailing address)	_____
138	Zip code (5-digit standard)	_____
139	Zip code extension (4-digits)	_____
140	Street address	_____
141	City (of street address)	_____
142	Zip code (5-digit standard)	_____
143	Zip code extension (4-digits)	_____
144	County	_____
145	Phone number (including area code; enter numbers only)	_____
146	Fax number (including area code; enter numbers only)	_____
147	Name of librarian or branch head	_____
148	Email address	_____
149	Building square feet	_____
150	FTE staff	_____
151	Hours of operation	_____
152	Public service hours per year	_____
153	Number of weeks library outlet is open per year	_____
154	PLSC ID	_____
155	PLSC SEQ	_____
156	LIB ID	_____
157	Outlet type code	_____
158	Number of bookmobiles (when outlet type code = BS)	_____
159	Metropolitan status code	_____

PLSC Codes (#160-168)

The items below are used to identify characteristics of the library system for comparative analysis. These values do not usually change from year to year. If changes are needed, contact Laura O'Donoghue, State Data Coordinator, at 919-807-7419.

160	PLSC ID	_____
161	LIB ID	_____
162	Interlibrary relationship code	_____
163	Legal basis code	_____
164	Administrative structure code	_____
165	PLSC public library definition	_____
166	Geographic code	_____
167	Legal service area boundary change	_____
168	Population of the legal service area	_____